

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Announcement of Vacancy 2021-2022 School Year

Position: Secretary to Director of Facilities and Technology
40 Hours/Week; 12 Month Position

Qualifications: High school diploma or equivalency. Three years office/secretarial experience. Ability to work independently and meet deadlines in a busy office setting. Excellent verbal and written communication skills. Computer expertise, ability to type with speed and accuracy. Organizational skills, recordkeeping ability, scheduling and coordinating meetings. Ability to multi-task and develop and implement administrative processes. Ability to maintain confidentiality is essential.

Compensation: \$17.09 - \$25.94 per hour commensurate with experience

Application Procedure: Go to <https://www.region18.org/district-information/employment-opportunities> and fill out online application

Please do not mail, email or deliver application materials. All applications must be submitted online.

Date of Posting: December 30, 2021

Closing Date: Until Filled